

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent
Notice of Vacancy

TITLE of VACANCY: Adm. Asst. to Dir. Of Secondary Schools and Programs
DATE: May 27, 2016
LOCATION: Administrative Center, 1900 West Monroe
DAYS PER YEAR: 260 Days including 15 paid holidays **HOURS PER DAY:** 8

REQUIREMENTS/QUALIFICATIONS:

1. Interested in public schools and children
2. Five years minimum successful office experience
3. Ability to follow written and oral directions and complete assigned tasks with a minimum of supervision
4. Ability to maintain a professional attitude
5. Ability to communicate and maintain good working relationships with District staff and the public
6. In depth knowledge of current office management practices
7. Ability to effectively use office technology, including the computer for word processing, database, spreadsheets and ability to set up forms, reports, presentation materials and web-based documents.
8. Computer knowledge and experience with File Maker, Word, Excel and Power Point
9. Ability to use district online accounting system & ISBE data input
10. Accurate typing at a minimum of 55 wpm, spelling, grammar skills and ability to record and transcribe minutes preferred
11. Must have excellent record keeping and organizational skills

RESPONSIBILITIES:

1. Assist with special projects and priority objectives
2. Schedule, provide materials and prepare for meetings
3. Create and manage large data bases related to budgets, purchasing and data analysis
4. Organize and transmit correspondence and materials as required, provide support to Director
5. Responsible for the inventory, distribution and shipping of materials
6. Support, organize and manage textbook ordering and distribution, maintain textbook stock, warehouse organization
7. Support, organize and manage various budgets and grants
8. Drivers Ed. clerical administrative duties
9. Format handbooks and registration documents
10. Assist in the fiscal management of federal and state grants as assigned
11. Keep budget information and prepare bills for payment
12. Assist the Coordinator for Gifted programs
13. Assist with middle and high school alternative programs
14. Maintain records and materials
15. Manage travel requests/records for District, SAM's calendar and purchases for Secondary Programs
16. Perform other duties as assigned

FILING DATE DEADLINE: June 10, 2016 **START DATE:** June 29, 2016

SALARY: Commensurate with experience

BENEFITS Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement Fund
Paid Vacation and Holidays as per negotiated agreement

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER